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OL
20371X-88
25 AUG 1988
RPT

MEMORANDUM FOR: Chief, Facilities Management Division/OL
Acting Chief, Supply Group/OL

FROM: John M. Ray
Director of Logistics

SUBJECT: Transfer of Building Services Branch, Services Group/Facilities Management Division/OL

REFERENCE: Memo for D/OL from C/FMD/OL and AC/SG/OL, dated 4 August 1988, Subj: Organization Location of BSB Functions

1. A review of your joint paper was undertaken on 16 August 1988 by the D/OL, DD/OL, EO/OL and the PE/OL, and a conclusion was reached that the paper's rationale for retaining the Building Services Branch (BSB) in FMD is deficient in that all advantages and disadvantages regarding the proposal were not adequately delineated. Our review of subject proposal revealed the following:

25X1 a. Advantages in transferring BSB from FMD to [redacted] SG:

(1) Allows FMD to concentrate on its major responsibility, expanded worldwide facility management.

(2) Allows for enhanced resource management and accountability in inventory, distribution, transportation and other supply operations.

(3) Allows for more effective career management of MLS careerists, particularly entry and wage grade personnel.

25X1 (4) Placement under [redacted] SG provides economy of scale for personnel requirements.

(5) Concentrates in one organization responsibility for component moves, both within Headquarters and in the field.

25X1 [redacted]

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25X1 b. Disadvantages in transferring BSB from FMD to SG:

(1) Possible loss of flexibility in shifting personnel to meet requirements within the Headquarters complex.

(2) Loss of command and control over personnel who support office moves, particularly those involved in renovations.

(3) Potential for confusion on the part of customers as to who to call for certain services.

2. It is our collective view that the advantages of
25X1 transferring BSB/FMD to SG far outweigh the disadvantages. We believe that a consolidation of the transportation/move activities undertaken by BSB under the SG will increase OL's ability to respond to customer requirements and will give us better management accountability over this function. Therefore, responsibility for all movement of materiel into or out of Agency buildings and the operation of all Headquarters and external building supply rooms will be transferred from the FMD (FMG) to
25X1 the SG on 1 October 1988. This also includes logistical support for the movement of components within the Headquarters complex and in external facilities. FMD (FMG) will continue to be responsible for classified waste disposal (SOMAT).

3. To effect the above actions, the Building Services Branch, Services Group/FMD/OL positions, identified in
25X1 Attachment B, shall be transferred to
25X1 Supply Group. A new branch, entitled Supply and
25X1 Transportation Branch will be created to include the transferred positions. The personnel assigned to the newly constituted branch will occupy the space BSB presently holds in the Headquarters complex.

4. FMD (FMG) project managers will continue to be the focal point for all renovation projects and for arranging any moves associated therewith. All requests for moves after 1 October
25X1 will be directed to SG. S&TB personnel may be called upon to assist FMD (FMG) with support for special functions at Headquarters. The Chief/S&TB will attend appropriate management meetings within FMG/OL and will respond to taskings received from FMG/OL management. The Chief/Services Division/FMG will prepare
25X1 the annual Performance Appraisal Report on the Chief/S&TB, and
25X1 the Chief SG will provide reviewing comments.

C O N F I D E N T I A L

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25X1 5. To accomplish the actions outlined above, [redacted]
25X1 [redacted] are designated as a two-person task force charged with devising an action plan to effect a smooth and orderly transfer of BSB/FMG responsibilities to
25X1 [redacted] SG, effective 1 October 1988. The plan will be reviewed by all of us together at a meeting to be scheduled in mid-September.

25X1 [redacted]

John M. Ray

Attachments:
A. Reference
B. Positions in BSB

cc: DD/OL
EO/OL
PE/OL
25X1 [redacted]
C/BSB/FMD
C/P&TS

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